

**CONFERENCE ON**  
**“2015 SAARC Regional Judicial Conference: Combating Money Laundering in the**  
**Formal and Informal Economy”**

**8 - 10 JUNE 2015**

**FACILITY REQUIREMENTS**

**WORKSHOP PERIOD**

Conference facilities are required 8 - 10 June 2015 plus early and late hotel lodging nights as shown on requirements.

**WORKSHOP PURPOSE**

In coordination with the United States Embassy, Colombo, the U.S. Department of State, Counter-Terrorism Unit (State-CT), and the U.S. Department of Justice's Office of Overseas Program, Development, Assistance and Training (OPDAT) are hosting the “2015 SAARC Regional Judicial Conference: Combating Money Laundering in the Formal and Informal Economy.”

**DELEGATION COMPOSITION**

Comprised of approximately 55 attendees from Afghanistan, Bangladesh, India, Pakistan, Sri Lanka and the United States.

**APPROVAL AUTHORITY**

The U. S. Embassy, Colombo General Services Office in coordination with State CT and OPDAT.

**GENERAL REQUIREMENTS**

- The facility will be located in Colombo, Sri Lanka.
- Approved and endorsed by the U. S. Embassy for adequate Force Protection measures.
- The facility will have a 24-hour-a-day security staff.
- Facility will have electronic keys required for access to elevators leading to guest bedroom floors.
- The facility will have past experience accommodating and servicing high-level governmental workshops and groups.
- The facility guarantees there will be no construction / renovations on its premises during the dates of this workshop, which would in any way, interfere with or detract from the workshop.
- The facility will have a guest service staff to assist delegates with non-workshop, related requests such as in-country transportation, tours, recreational activities, and dining reservations.

- The facility will provide sleeping rooms for all non-local delegates of this workshop (approximately 45 people).
- Concierge Lounge availability
- Gym, pool and spa facilities available
- As delegates arrive scattered from many different flights via shuttle van, group portage charges will be waived and will instead be paid at the discretion of the individual delegate, direct to the bell staff.
- As participants will have several meals on their own for the duration of their stay, facility must have a minimum of three dining facilities on premise.
- 24-Hour room service available
- Work desk in guest rooms with minimum of 5 outlets and high speed internet port
- Guest bedroom phones required to have data port, voice mail, speaker and conference capabilities.
- Hotel, conference room, secretariat room and one guest bedroom required to be wheelchair accessible
- Business center
- Non-smoking rooms available
- High-speed internet in conference and guest bedrooms

### **FACILITY / EQUIPMENT REQUIREMENTS**

#### **GENERAL FACILITY / EQUIPMENT REQUIREMENTS**

- One (1) Secretariat (Support Center) Room for the period 8 – 10 Jun 15
- One (1) Plenary Session Room for the period 8 – 10 Jun 15
- One (1) Lunch Space for the period 8 – 10 Jun 15
- One (1) suitable space for Group Photo on 8 Jun 15
- Audio-visual equipment for workshop period 8 – 10 Jun 15
- General administrative and office equipment for workshop period 8 – 10 Jun 15

### **MINIMUM WORKSHOP FACILITY REQUIREMENTS**

#### **FACILITY AGENDA**

<b>DATE</b>	<b>REQUIREMENTS</b>	<b>TIME</b>
6 Jun 15 Saturday	<ul style="list-style-type: none"> <li>• Up to 10 Rooms for Advance Team and presenters</li> </ul>	1200 – 24 Hrs N / A
7 Jun 15 (Sunday)	<ul style="list-style-type: none"> <li>• Conference Room Setup</li> <li>• Secretariat Setup</li> <li>• Billeting: Up to 45 Rooms</li> </ul>	1200 – 24 Hrs 1200 – 24 Hrs N / A N / A
8 Jun 15 (Monday)	<ul style="list-style-type: none"> <li>• Secretariat</li> <li>• Conference and Secretariat Room</li> <li>• Registration &amp; Morning Refreshments</li> <li>• Group Photo Area</li> <li>• Working Lunch</li> <li>• Refreshment Break Area</li> </ul>	24 Hrs 24 Hrs 0800 - 0830 1130 - 1145 1145 - 1300 All Day

	<ul style="list-style-type: none"> <li>• Billeting: Up to 45 Rooms</li> </ul>	1300 - 1415 N / A
9 Jun 15 (Tuesday)	<ul style="list-style-type: none"> <li>• Secretariat</li> <li>• Conference Room</li> <li>• Working Lunch</li> <li>• Refreshment Break Area</li> <li>• Billeting: Up to 45 Rooms</li> </ul>	24 Hrs 24 Hrs 1215 - 1315 All Day 1100 - 1430 N / A
10 Jun 15 (Wednesday)	<ul style="list-style-type: none"> <li>• Secretariat</li> <li>• Conference Room</li> <li>• Working Lunch</li> <li>• Refreshment Break Area</li> <li>• Billeting: Up to 45 Rooms</li> </ul>	Until 1800 Until 1600 1145 - 1300 0915 - 1030 0800 - 1500 N / A
11 Jun 15 (Thursday)	<ul style="list-style-type: none"> <li>• Billeting: Up to 10 Rooms</li> </ul>	24 Hrs

## **MEETING AND FOOD AND BEVERAGE REQUIREMENTS**

- View and room set-up in conference and secretariat rooms will not be compromised or altered by structural support columns or partial walls.
- Under no circumstance may any sound from adjoining function rooms or other areas of the facility permeate into meeting rooms.
- Actual meeting room layouts will be coordinated and approved with site management, subsequent to contract award.
- Each area / room described in the following pages is required on the dates and times as specified in the Facility Agenda on page 2.

### **1. SECRETARIAT (SUPPORT CENTER) – 8 – 10 Jun 2015**

Use is required for the hours designated in the facility agenda on page 2.

Exclusive use of the area reserved is required for secure storage of critical support equipment and materials.

#### **Room Specifications:**

- Minimum 65.03 meters (700 square feet)
- Conference, secretariat and guest rooms must have CLEAR internet high speed streaming capability connectivity
- Conference room must have a minimum of five (5) electrical outlets (120V) to permit use of government-provided office equipment, five (5) extension cords with cords taped to floor for safety, and minimum of ten (10) electricity converters available.
- Room must be lockable during period of non-operation, with access restricted to workshop and housekeeping personnel
- Secretariat Room **must be in close proximity**
- Workspace set-up will include one (1) draped large round table with tablecloth and ten (10) chairs (client will set)

- Bottled water available
- (1) Flipchart with five black markers

#### Audio/Visual & Communications Requirements

- One (1) house phone with in-house and **local call** capability
- One (1) line for high speed streaming internet connection. Government will provide computers.
- Room must have clear high speed streaming internet capability.

#### Rental of Secretariat Equipment

The Government Workshop Coordinator will require the following business equipment to be rented via the hotel facility from 1200 on 7 Jun until 1700 on 10 Jun 2015.

- COPIER MACHINE w/Collation capability: Use of a copier for printing information books w/color copy capability. Must have a backup machine on property and additional toner available and technician on standby for trouble calls.

## 2. REGISTRATION AREA – 8 Jun 2015

Use is required for the hours designated in the facility agenda on page 2.

#### Area Specifications:

- Located in close proximity to both the Conference Room and the Secretariat (Support Center) Room
- Registration area will be set with a minimum of three (3) draped and skirted two 2 meter (six foot) tables with a minimum of four (4) chairs

Area designated for registration should be able to handle traffic flow of 50 attendees during peak hours.

## 3. CONFERENCE ROOM

**THERE MUST BE NO OBSTRUCTIVE COLUMNS IN THIS ROOM.**

Use is required for the hours designated in the facility agenda on page 2.

Actual table lay-out is flexible based on room size/configuration.

#### Room Specifications:

- Minimum room size of 700 meters (2,300 square feet)
- Light intensity and climate controls available in the room
- Table layout to be nine (9) round tables of (6) each.
- Four person Panel table at head of room
- Podium with mic at front of the room, adjacent to the panel table
- Classroom skirted tables and ten (10) chairs at side or back of room

Conference Support to include:

- All labor for set-up on Sunday, 7 Jun (1200) and breakdown immediately after conclusion of all sessions on Wed, 10 Jun (1600)
- 24-hour hold on room as stated in Facility Agenda on page 2
- Bottled Water service on tables/replenish during the refreshment breaks and lunches
- Notepads, pens, and mints
- Assigned hotel security officer

Audio-Visual Requirements to be set-up and tested on 7 Jun and used 8 – 10 Jun:

- One (1) Podium w/microphone and sound system capable of amplifying speaker throughout room
- Four (4) table microphones for panel table
- Five (5) hand-held wireless microphones for tables (1 mics per round table of 6 and 2 for observers )
- One (1) Projection screen available at front of room. Minimum two meters (6 foot).
- One (1) LCD or DLP projector (minimum 5000 lumens) for PowerPoint presentations to the screen (government will provide own laptop computer)
- A/V tech for set-up and testing of equipment on Sunday, 7 Jun. After all equipment has been set and checked, A/V tech will be available on an 'on-call' basis for subsequent follow-up in case of questions/problems with the equipment.
- Two (2) easel stands for government owned posters/signs and two black erasable markers
- Assistance and material as needed to hang banner

Internet Connection:

- High speed/DSL connection for room to have clear internet high speed connectivity capable of streaming on government's own laptops

#### **4. REFRESHMENTS BREAKS (As provided per meeting package)**

Area Specifications:

- Minimum size to accommodate flow of 45-55 people
- Located adjacent to general session room to facilitate short, efficient breaks

Daily Breakdown:

- 8 Jun – a.m. break, mid morning break, lunch buffet, p.m. break
- 9 Jun – a.m. break, mid morning break, lunch buffet, p.m. break
- 10 Jun – a.m. break, mid morning break, lunch buffet, p.m. break
- Beverages and light snacks for morning and afternoon breaks  
(Three (3) full day meeting package) on 8, 9 & 10 Jun 2015

#### **5. WORKING LUNCHESES (As provided per meeting package)**

The workshop will include three (3) official lunches on 8 – 10 Jun 2015 – See above.

Room/Area Specifications:

- Area to serve lunch will be located in close proximity or adjacent to the conference room
- Rounds of 8 to accommodate fifty (50) people

Audio/Visual Requirements:

- None no lunch speaker

Meal Specifications:

- Counts: Fifty (50) people estimated
- Menu: Buffet style service. Menu items to include hot/cold items, with a minimum of 1 meat, 1 starch, 1, fish, 2 vegetables, 2 salads, 2 entrée, dessert, and coffee and tea
- Set-up, service and tear-down inclusive

## **6. GROUP PHOTO AREA**

Use is required for the timeframe designated in the facility agenda on page 2.

Room/Area Specifications:

- Scenic setting preferred, preferably outdoor location or staircase/staging with elevated stairs
- Area large enough to accommodate fifty-five (55) people
- Ten (10) chairs for VIP seating in front row

Additional Requirements to be coordinated by Hotel Facility and included in contract:

- Photographer to take group photo on Monday, 8 Jun 2015 at 11:35 as designated in the facility agenda on page 2
- Photo processing of group photo with over-layer (U.S. government coordinator will provide the overlay design for use by photo vendor)
- Print 55 color copies of approved group photo in full size prints (approximately 8 inch by 10 inch)

## **7. DELEGATE BILLETING**

MASTER ACCOUNT ROOMS: There will be approximately forty-five (45) people requiring billeting per this contract. They are comprised of U.S. government and foreign officials coordinating/teaching staff, guest speakers and participants traveling on Invitational Travel Orders for the purpose of this workshop. Local transportation limitations and agenda requirements necessitate billeting these delegates at the workshop site. Therefore the contract is to reflect payment of accommodations for up to 45 sleeping rooms for the timeframe of 7 - 10 Jun 2015 (some earlier arrivals and later departures may be necessary). Only room and tax is to be billed to the master account per this contract. Estimated room pick-up is shown below;

## Billeting Specifications:

- Category:
  - Run of house; upgrade for VIPs available
  - All individual rooms will have light intensity and climate controls
  - Guest bedroom phones required to have data port, voice mail, speaker and conference capabilities
  - One (1) handicap accessible guest bedroom available
  - Guest bedrooms required to have high speed internet connectivity available
  - Concierge availability
  - Concierge Lounge availability
  - Gym facilities available
  - Adequate work desk and lighting in guest bedrooms
  - Electronic key access to elevators leading to guest rooms

## Estimated room pick-up:

Date:	6/6 Sat	6/7 Sun	6/8 Mon	6/9 Tues	6/10 Wed	6/11 Thur
<b>CONTRACT ROOMS</b>	<b>10</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>10</b>
<i>Own Expense (Self Pay)</i>						0

## Guarantees: Room cancellation fees are only allowed as follows:

- On 1 June 2015, a final rooming list will be provided to the hotel. Prior to submission of the rooming list, no cancellation fees will be assessed. Any room reduction in excess of ten percent (10%) between 1 Jun 2015 up to day of arrival, will be charged a one (1) night's room and tax.
- Non-arrival rooms ("No Shows") will be released in the morning and charged one (1) night's room and tax.
- Early departures will not be assessed a penalty charge.
- Individual delegates will be responsible for all incidental room charges and any additional room nights not listed on the final rooming list. The hotel is responsible for obtaining a guarantee for these charges upon the delegate's check-in.

## **TRANSPORTATION REQUIREMENTS**

- Transportation to pickup/dropoff all delegates to/from airport to/from hotel.
  - Five country delegations arriving at different times. Each delegation consists of 6 pax and one piece of luggage. Delegation to be picked up by vans.
  - USG teams and speakers (intermittent schedule)

## **COMMUNICATION REQUIREMENTS (On a as needed basis only)**

- A not to exceed amount equivalent to \$500 USD is to be included to cover Secretariat generated and approved communications charges; examples to include: local and international phone charges, and group internet charges.
- These charges will be approved by the workshop organizers in advance of service and displayed on an itemized bill to be presented for review and approval on a daily basis.

#### **ADMINISTRATIVE AND MISCELLANEOUS REQUIREMENTS (On a as needed basis only)**

- A not to exceed amount equivalent to \$3,000 USD is to be included to cover Business Center generated and approved small administrative and office support charges.
- These charges will be approved by the workshop organizers in advance of service and displayed on an itemized bill to be presented for review and approval on a daily basis.

#### **ADDITIONAL REQUIREMENTS – NOT INCLUDED IN THIS CONTRACT**

The Facility POC, in support of the workshop, will make the following requirements available; however, **costs for these requirements will not be included in the basis for this contract award.** Coordination for payment of these requirements will be made with the Contractor prior to the start of the workshop or made by the individual delegates direct to the facility as noted below. Point of contact for these requirements is Karyn Kenny at U.S. Embassy Dhaka, OPDAT.

#### **WELCOME RECEPTION – Jun 8, Monday, 1700-1900 (time to be confirmed)**

There will be a welcome reception for 45 people held on Monday, 8 Jun 2015. It will be private and located within host venue preferably by poolside or garden location. Location of reception venue will be confirmed prior to event.

Menu: TBD

Payment for this event will be made separate from this contract direct with the hotel. Payment will be made by individual attendees.

#### **Business Center / Services:**

Delegates will have non-workshop related business affairs to attend to while at the workshop. The facility will provide facsimile, secretarial, and mailing services, as well as, access to personal computers. Charges involved will be the responsibility of the individual delegate; the Government assumes no payment liability for these services provided to guests.